



**United States
Fish & Wildlife Service**

Memorandum

DO NOT REPLY TO THIS ADDRESS - SEE MESSAGE FOR CONTACT INFO!

Date

06/15/2005

From

Acting Director

Subject

Annual Reminder on Referrals to the Office of Inspector General

The Office of the Inspector General is tasked with investigating any information, allegation, or complaint which gives the appearance of fraud, waste, and abuse or inefficiency in Departmental programs and operations, and serious matters which could embarrass the Department or threaten the integrity of DOI programs. This reminder provides information about the types of activities that should be referred to the OIG for investigation. Referrals to the OIG should be forwarded to the Division of Human Resources at 4401 North Fairfax Drive, MS - HR2027, Attention: Rebekah Giddings, Arlington, VA 22203. Complaints will be transmitted to the OIG through the Director. Anonymous complaints should continue to be made to the OIG Fraud, Waste, and Abuse Hotline at 1-800-424-5081.

There are two categories of complaints that the OIG investigates, integrity matters and investigative matters. Matters of integrity concern serious issues which could embarrass the Department or Service or threaten the integrity of DOI programs, such as:

- Allegations involving misconduct by supervisory personnel - regardless of grade,
- Allegations against employees at the GS-15 level and above, or
- Allegations of felony criminal misconduct or domestic abuse by DOI law enforcement officials.

Investigative matters are items that give the appearance of fraud, waste, abuse or inefficiency in Departmental or Service programs, such as:

- Allegations of fraud, waste, abuse, or mismanagement resulting in a significant dollar amount loss to the government,
- Misconduct by employees with access to, or responsibility for, monies or financial systems, regardless of the dollar amount, or
- Allegations involving contractors, grantees, or any other entities doing business, making payments to, or receiving funding from the Department or Service.

There are other matters that, while they fall under the broad scope of the OIG, are generally addressed by the Service through the administrative review process. These matters should be referred in writing in the same manner described above, and include:

- Time and attendance violations (unless it is determined to be wide-spread and systematic),
- Delinquent payment on government credit cards,
- Non-fraudulent misuse of government credit cards under \$10,000,
- Non-fraudulent misuse of government property (unless it is determined to be wide-spread and systematic), and
- Allegations of sexual harassment

The Service takes all allegations of misconduct seriously, and all employees are expected to report any such activities. Additional guidance on Service policy regarding the OIG can be found in the Service Manual at 410 FW 1-3 and 411 FW 1-2.

For further information about this policy or the OIG, you may contact your servicing human resources office.

Our mission is, working with others, to conserve, protect and enhance fish, wildlife, and plants and their habitats for the continuing benefit of the American people.